

The Office of Surplus Property Management (OSPM) is a part of the DGS Central Procurement Unit. It manages the collection, distribution and allocation of usable state and federal surplus property. The office also assists state government agencies with the disposal of their surplus property. The office oversees two locations, a warehouse in Richmond and a warehouse/retail store in Wytheville.

SURPLUS PROPERTY ITEMS AVAILABLE

- This property includes office equipment, such as chairs, desks, tables, bookcases, and office partitions, is usually available on a regular basis.
- Other categories of property offered for purchase includes, but is not limited to: medical and laboratory items; educational items; cars and trucks; fire equipment; generators and motors; kitchen equipment; construction equipment, including dump trucks and forklifts; and cleaning equipment and supplies.

WHO IS ELIGIBLE TO OBTAIN SURPLUS?

State agencies, localities, pre-approved eligible 501(c)(3) nonprofits, and certain health and educational institutions can obtain both federal and state surplus. The general public can bid on state surplus property through public auctions, internet sales, and through purchase on a fixed-price basis at the Wytheville retail store.

SAVINGS AND COST AVOIDANCE

- Live public auction sales of heavy equipment and vehicles have been outsourced to two major auction service firms, both having a broad national and international customer base.
 - Contractors pick up surplus vehicles and heavy equipment throughout the Commonwealth at agency locations and then transport, secure, clean, and auction the property.
 - The Commonwealth has benefited by reducing or eliminating labor, transport, maintenance, and service costs, while achieving a greater return on the sale of property due to far greater competition for equipment and vehicles with an international customer base.
 - Buying from the Commonwealth allows surplus to be purchased at reduced costs, in many cases offering high-quality property that is better and longer-lasting than new products.
- OSPM expanded the use of internet sales for the disposal of selected property at the agency location. Internet sells have resulted in an estimated annual cost avoidance of \$1.5 million.



Dump truck purchased by the Town of Bluefield, Va.

- OSPM initiated the transfer of surplus furniture, including office furniture, between agencies to generate a cost savings of more than \$180,000.
- OSPM supports the reutilization of state owned assets between state agencies and helps to facilitate this process.

CUSTOMER-FOCUSED SERVICE

- OSPM offers two distribution centers — one in Richmond and the other in Wytheville. The Wytheville center is located in Southwest Virginia and includes a retail store available to the general public. The store sells a wide variety of merchandise at a fixed-price, similar to a private retail store.
- OSPM has increased the use of the internet for selling surplus property that belongs to agencies. The process from beginning to end takes three weeks or less. This saves on agency labor time, transportation costs, and provides for a quick turn around for the agency to move the property. Also, agencies are able to retain a portion of the sales revenue.
- The OSPM web site provides agencies easy access to view property. It includes inventory listings for both warehouse locations as well as items available for upcoming auctions.
- The public also can bid on property through internet auction sites and during regular live auctions offered throughout the year.
- The Virginia Office of Intergovernmental Affairs worked with the Department of General Services (DGS) through the Virginia Surplus Property Program to purchase gently used furniture for the Governor's Washington, D.C., office., resulting in an estimated cost avoidance of \$10,000.
- The City of Virginia Beach acquired surplus maritime equipment that is being used for emergency rescue efforts. The fire department is using two former 41-foot Coast Guard utility boats for firefighting and rescue operations, and also for homeland security purposes in the Hampton Roads area. Three former 25-foot Coast Guard safe boats are being used by the city's police department for port security and patrolling the

Atlantic Ocean and Chesapeake Bay. One also is being used by its EMS department for search and rescue operations. In January 2014, both the utility boats and safe boats assisted the Navy and Coast Guard to search for survivors of the Navy helicopter crash in the Atlantic Ocean.

WYTHEVILLE: RETAIL STORE

- The Wytheville center is located in Southwest Virginia and includes a retail store available to the public. It is open from 9 a.m. to 3 p.m., excluding holidays.
- Since beginning to utilize the retail store format in the fall of 2008, sales volume has continued to increase. In FY2013, store and Internet sales totaled \$358,662.

HOW TO VIEW AND PURCHASE SURPLUS PROPERTY

- **To view Surplus Property at both OSPM warehouses:**
Go online to <http://surplus.dgs.virginia.gov>. Under Federal Donation Program, click on Richmond Property Listings to view property in Richmond or click on Wytheville Property Listings to view property in Wytheville. Call for additional information or stop by to visit a warehouse location.
- **To view Federal Property at military installations and federal agencies:**
Go online to <http://GSAXcess.gov>. For login instructions and additional information, call 804-236-3667.
- **To view State Surplus Property:**
Screen property and bid on items available at state agencies. Go online to <http://www.govdeals.com>. In the Search bar, type Commonwealth of Virginia and click Search.

DISPOSAL OF STATE PROPERTY

1. State agencies should refer to Chapter 12 of the Division of Purchases and Supply Agency Procurement and Surplus Property Manual (APSPM). A copy of these procedures is located at <http://surplus.dgs.virginia.gov> under Forms and Resources.
2. Maintain good records of items.
3. Store items carefully and in covered and protected areas.
4. Move items quickly; don't stockpile.
5. Don't pay for storage space you might not need.
6. Call OSPM for assistance with disposal methods, including transfers, sales and donations.

RECYCLING

A statewide scrap metal contract is available to all agencies of the Commonwealth. Assistance with electronic recycling as well as recycling a variety of materials, including paper, cardboard, and rechargeable batteries is available by calling 276-223-0917.

What our customers are saying about us

"With government agencies facing budget restrictions, the opportunity to acquire property through a surplus program for nominal service fees is immeasurable." – Reginald J. Padgett, Fleet Management Administrator, City of Virginia Beach.

"We have purchased vehicles, office furniture, file cabinets, shop equipment and tools at a great savings to our department. The people at Surplus have always been helpful and friendly. I would recommend anyone to check with Surplus before making any purchases." – Bill Jarratt, Southampton County Deputy Sheriff

"If on the rare occasion my agency has specified needs not within your facility; Surplus Property has made every effort to acquire it. Surplus Property's customer service unfailingly exceeds expectation and I thank you for continuing to strengthen our enduring partnership." -- Maryland L. Pope, Eastern Regional Food Director, Virginia Department of Corrections

"I have bought several used trucks, portable generators, and air compressors. ... Because of the low cost on used equipment, my company has saved thousands of dollars." – Nyein Min, President, Wunna Contracting Corporation

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